

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Kanab Office (1865)
329 South 350 East #3
Kanab, UT 84741
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Records Officer Linda Bright

25546	Adoption case files
23753	Child Protective Services investigation case files
22180	Child and Family Services family case records
19525	Kane county board minutes

AGENCY: Department of Human Services. Division of Child and Family Services.
Kanab Office

SERIES: 25546

3

TITLE: Adoption case files

DATES: [ca. 1996]-

ARRANGEMENT: Alphabetical by client last name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These records document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. Information includes face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, birth certificates, legal documents, adoption reports, summons, paternity rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

RETENTION:

Retain 25 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

AUTHORIZED: 09/27/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Human Services. Division of Child and Family Services.
Kanab Office

SERIES: 25546

TITLE: Adoption case files

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Department of Human Services. Division of Child and Family Services.
Kanab Office

SERIES: 22180

3

TITLE: Child and Family Services family case records

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtesy supervision (SCS), and youth services (PYS). These programs are funded by DFCS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity log logs, case plans, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters.

RETENTION:

Retain 25 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

AUTHORIZED: 09/20/1999

AGENCY: Department of Human Services. Division of Child and Family Services.
Kanab Office

SERIES: 22180

TITLE: Child and Family Services family case records

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Kanab Office

SERIES: 23753

3

TITLE: Child Protective Services investigation case files

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These are investigations and findings of child abuse and neglect cases. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain 30 years after case closes.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

AUTHORIZED: 06/01/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Human Services. Division of Child and Family Services.
Kanab Office

SERIES: 23753

TITLE: Child Protective Services investigation case files

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 62A-4-513

AGENCY: Department of Human Services. Division of Child and Family Services.
Kanab Office

SERIES: 19525

3

TITLE: Kane county board minutes

DATES: 1935-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Minutes of what was initially known as the Kane County Public Welfare Board, and by 1969, as the Kane County Office of the Family Services Division of Social Services.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/16/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Human Services. Division of Child and Family Services.
Kanab Office

SERIES: 19525

TITLE: Kane county board minutes

(continued)

PRIMARY CLASSIFICATION:

Public